Staff Senate Meeting
Wednesday, Dec. 2, 2015
10:00 a.m. – 11:00 a.m.
Hale Alakai 118
Meeting Notes


Excused: Tom Holowach, Michael McIntosh, Rick Murray, Tuti Sanborn

I. Call to Order by Dorene at 10:01am

II. E hō mai led by Elizabeth Hale

III. Review and Approve Meeting Notes for Oct. 7, 2015 - Motion to review and approve meeting notes to next Staff Senate Meeting on 1/13/16. by Elizabeth, seconded by Trish.

IV. Review and Approve Meeting Notes for Nov. 4, 2015 - Motion to review and approve meeting notes to next Staff Senate Meeting on 1/13/16. by Elizabeth, seconded by Trish

V. Report on HGEA Meeting on Nov. 13, 2015 - Woody Garrison
   A. Benefits of the union and participation, they gave Q & A.
   B. Arbitration not in favor for step increases, negotiations still at 4% increase.
   C. Campus participation was well attended.
   D. Work out a survey for feedback on the HGEA meeting from staff.
   E. Rick Murray is the steward for Unit 8, and Karen Puu volunteered for the steward for Unit 3.
   F. Possible room for another steward for Unit 8.

VI. Holiday Party on Dec. 11, 2015 - Christy Lawes
   A. Upward Bound, Staff Development, and TRIO will volunteer to help.
   B. Sign up for food dishes, departments can pitch in on food dishes.
   C. Photo booth activity and Ugly Sweater Contest
   D. Zumba Hui volunteered to donate prize(s).
   E. Toys for Tots - Sarah Hodell and Sarah Gray, collect unwrapped prizes
F. Campus Food Bank, call out to fac/staff for donations of canned food. Kaahu Alo has started a campus food bank.

G. Christy will send out another email to fac/staff for sign up (food dishes) and activities of the Holiday party.

VII. Mid-Term Report led by Dorene
   A. Discussion of the report. This report will be posted on the Staff Senate webpage.
      1. Hawaiian Protocol and mini-lessons: Reminder campus has a Piko every Monday at 8:30am on the Great Lawn (weather permitting)
      2. “Make Your Meeting Count” Robert’s Rules of Order
      3. Representation on PBC with a vote
      4. Staff Senate representation is spread across equally around campus-wide committees.
      5. Staff Orientation Workshop at Fall Convocation
      6. Online Staff Resources - How to create a “group” in your email account.
      7. Online Staff Resource - Google docs
      8. PBC Overview - Presented by Jeff Hunt on 10/7/15
      9. Campus Beautification Day
      10. HGEA Lunch Meeting for WCC HGEA Employees
      11. Casual Hires Process
      12. Employee Orientation Workshop at Convocation
      13. Suggestions
         a) Invite each Administrator (Chancellor, VC Academic Affairs, VC Administrative Services, VC Student Services, and Director of OCCE) to our meeting to do a 15-minute presentation on their unit’s responsibilities and duties.
         b) Add the Google calendar and Christmas Party to Mid-Term Report.

VIII. Casual Hires led by Karen Cho
   A. Website: System Office of Human Resources: www.hawaii.edu/ohr/home
      1. Payroll pay stubs is also linked to this website.
   B. Handout of the difference of the BOR Casual Hires and Non-Civil Service (89-day hire). To be posted on Staff Senate webpage.
   C. Overview
      1. Casual Hires and Civil-Service (89-day) hires are temporary hires.
      2. Casual Hires
         a) APT, or faculty duties and pay rates
         b) Approved by the Chancellor
         c) Process
            (1) CC Form 20A needs to be filled out to request for a Casual Hire
(2) HR posts to HireNet, department base website for 3 days.
(3) Applications are received by WCC HR and routed to the supervisors.
(4) Supervisor reviews and makes selection.
(5) Upon Supervisor’s selection, CC Form 20A is routed to Business Office, HR, and Chancellor’s Office for approval.
(6) State does not provide health insurance to casual hires.

3. Civil-Service 89-day
   a) Unit 1 & 3
   b) Centralize by the UH System office.
   c) Process
      (1) Non-Civil Service (89-day Hire) Appointment Request
      (2) HR routes to Chancellor for approval.
      (3) Submit request to OHR for approval along with documents from New Hire Checklist A (see handout for link)
      (4) Upon approval, supervisor sets start date. HR gives supervisor New Hire Checklist B (see handout for link)

IX. Other Business and Announcements
   A. Board of Regents Meeting on 11/19/15 - Woody’s feedback on HR system per President David Lassner’s report to BOR, UH is addressing the issues of the HR system.
   C. Next Staff Senate Meeting postponed to Wed., Jan. 13, 2016 due to Spring Convocation falling on 1/6/16.

Motion to adjourn the meeting at 11:05 by Kehau, seconded by Trish.